

MADERA COUNTY

CHIEF ASSISTANT PLANNING DIRECTOR

DEFINITION

Under direction of the Planning Director, to assist in planning, directing, and managing the overall administration of the County Planning Department; to provide executive oversight to department operations; to review, analyze and formulate recommendations on major Department issues; to conduct analytical studies, prepare detailed reports and make recommendations as assigned; to supervise Planning Department staff; to act for the Planning Director upon his/her absence or request; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This single position classification acts for the County Planning Director in his/her absence or as delegated and is responsible for insuring continuity in the effective operation of the Department; controls major projects; may assist with Department policy development; and may provide or coordinate resources in support of the Resource Management Agency.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as principal assistant and technical advisor to the Planning Director; assists with the general administration of the planning functions of the County; participates in the development and implementation of goals, objectives, policies, and priorities for the Planning Department; selects, directs, supervises, trains, and evaluates assigned personnel; confers with the Planning Director on matters of policy and procedures; participates in the development and administration of the department budget and in preparing budget requests and controlling expenditures; provides executive oversight to LAFCO; assists in oversight management of the Community Development Block Grant (CDBG) Program; participates on a variety of boards, committees, and commissions; attends and participates in professional group meetings; advises staff on complex planning and land use issues and problems to facilitate the completion of assignments; supervises and administers zoning enforcement functions; performs professional planning work involved in developing and providing major revisions to the County's General Plan, providing for new elements with respect to noise, pollution, urban growth, and population; gathers land use data, coordinates input of public concerns, and prepares revisions consistent with Federal and State laws and guidelines; conducts and prepares detailed investigations of planning problems; presents staff reports to the Planning Commission and Board of Supervisors; prepares zoning ordinance revisions and changes to reflect general plan amendments; prepares detailed land use directions for developing areas; reviews environmental impact reports (E.I.R.'s), researching and analyzing complex ecological problems; oversees the enforcement of zoning ordinances; prepares resolutions reflecting Planning Commission and Board of Supervisor actions; assists the public with applications and planning related matters; coordinates the functions of Department divisions; develops and administers contracts with planning consultants.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a public planning program.
Theory, principles, practices, and trends of public planning.
Environmental impacts of changes in land use and land development.
Pertinent Federal, State, and local laws, codes, and regulations including those affecting zoning and land use.
Purposes, policies, and procedures of the County Board of Supervisors, County Planning Commission, and other agencies concerned with public planning.
Principles of supervision, training, and performance evaluation.
CDBG Program application and management procedures.
Functions and procedures of LAFCO.
Fiscal administration, including budget preparation, expenditure control, and revenue projections.
Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Assist with the general administration of the Planning Department.
Supervise, train, and evaluate the work of subordinate staff.
Prepare and administer budgets.
Analyze and resolve organizational issues.
Organize, conduct, coordinate, and present major planning research studies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations including enforcing zoning and land use ordinances.
Prepare both comprehensive and concise oral and written reports.
Prepare and deliver presentations to governmental bodies with planning responsibilities.
Explain planning policies, zoning ordinances, and land use regulations to the public.

Ability to:

Perform difficult analytical and administrative work involving the use of independent judgment and personal initiative.
Evaluate procedures, policies, or methods of operation and make recommendations.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible and complex professional planning experience in community planning and land use regulation, preferably in a governmental jurisdiction, which required the knowledge, skills and abilities necessary to develop, evaluate, and administer the most complex professional planning assignments and projects, and including at least one year equivalent to the class of Assistant Planning Director for Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, community development, or a related field.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to travel to different sites and locations.

Effective Date: February, 2002